

# **Community Development Block Grant Program Housing Clearance and Demolition FY 2017 Application**



**City of Anniston Community Development Department  
Anniston City Hall  
P.O. Box 2168  
1128 Gurnee Avenue  
Anniston, AL 36202-2168**

**Telephone: 256-231-7799  
FAX: 256-231-7664  
[mmotley@anniston.al.gov](mailto:mmotley@anniston.al.gov)**

**Application Release Date: October 7, 2016**

**Application Workshop: October 26, 2016 – 10:00 AM & 6 PM**

**Application Submission Deadline: December 16, 2016 - 4:00 PM**

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**City of Anniston, Alabama**  
**Community Development Block Grant – Housing Clearance and Demolition**  
**FY 2017 Application Instructions**  
**PLEASE READ INSTRUCTIONS CAREFULLY**

**INTRODUCTION**

The United States Department of Housing and Urban Development (HUD) provides communities with resources to address a wide range of unique community development and housing needs through the Community Development Block (CDBG) Program. The CDBG program provides annual grants, on a formula basis to Entitlement Communities, as a means to support viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons.

The CDBG Program has three national objectives:

- Provide a direct benefit(s) to low-to moderate-income households;
- Prevent or eliminate slums or blight; and/or
- Address an urgent need or problem within the community (usually natural disasters).

The City of Anniston invites local agencies and government entities to submit CDBG applications for funding that will be available for the Program Year beginning October 1, 2016 through September 30, 2017.

A Selection Committee of City staff and consultants will review all applications for compliance with minimum requirements and make funding recommendations to the City Manager, Mayor and Council of the City of Anniston.

**Incomplete Applications will not be considered for funding. Please complete all sections of the applications and provide all requested documentation.**

**Applications must be submitted using the WORD fillable application format.**

**FY 2017 applications may be used by the City of Anniston to award prior year CDBG Program funds, if available.**

**AVAILABLE FUNDING**

The CDBG Program, administered by the U.S. Department of Housing and Urban Development (HUD), is authorized under Title I of the Housing and Community Development Act of 1974, as amended, and regulatory compliance requirements are governed by the following:

- Title I of the Housing & Community Development Act of 1974, as amended.
- Title 24 of the Code of Federal Regulations, Section 570 (24 CFR 570).
- Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200).

The City of Anniston receives CDBG funds annually based on a Federal funding formula. The City's receipt of funds is contingent upon the availability of HUD funding for the CDBG program. Funding is subject to availability and there is no guarantee that any funds will be available for local allocation.

Submission of an application does not guarantee funding, nor does the receipt of funds in prior years guarantee or increase the likelihood of receiving FY 2016 funds. Costs associated with the preparation of this application shall be the responsibility of the applicant and may not be paid from any CDBG funds awarded to the applicant organization by the City of Anniston. After applications are received by the submission deadline, they will become the property of the City of Anniston.

The CDBG grants are administered locally by the City of Anniston Community Development Department.

## **ELIGIBILITY REQUIREMENTS**

- a. The Application must be submitted by, or on behalf of, a nonprofit agency, public agency or governmental entity, requesting CDBG funds to undertake eligible costs and activities.
- b. A minimum of 51% of total expenditures for public facilities must benefit low- to moderate-income persons within the City of Anniston.
- c. Proposed projects must address the program priorities outlined in the Program Priorities section of this Application.
- d. All proposed projects must serve households with incomes at or below 80% of Area Median Income (See Attachment "A" Income Guidelines).
- e. All proposed projects must serve one or more of the target populations: low-income persons, abused/neglected children, battered spouses, adults with severe disabilities, elderly, homeless persons, illiterate adults, migrant farm workers, persons living with AIDS.

## **FY 2016 CDBG PROGRAM PRIORITIES**

The Consolidated Plan 2013-2017 established strategic priorities as a product of extensive consultation with community stakeholders, combined with data from the U.S. Census and other sources, which indicate specific housing and community development needs in City of Anniston. Combined with a needs assessment survey, under the Citizen Participation Plan, the City of Anniston identified the following strategic priorities to address utilizing CDBG and HOME funds in conjunction with leveraging other public and private investments.

The priorities are based on the needs assessment, market analysis and public comments received. The City will focus its priorities on the types of projects and programs having long term impacts on low- and moderate-income residents, and help address other federal, state and local priorities, such as fair housing choice and sustainability.

The proposed program/project should be designed to address one or more of the priority needs listed below: Proposed projects must address one or more of the housing goals and priority needs listed below:

Housing Goals from the Anniston/ACCHC Consolidated Plan 2013-2017 are:

- |                |  |
|----------------|--|
| <b>Goal 1:</b> | Provide decent and affordable housing and supportive services for LMI families                   |
| <b>Goal 2:</b> | Provide decent and affordable housing and supportive services for populations with special needs |
| <b>Goal 3:</b> | Provide decent and affordable housing and supportive services for homeless populations           |

- Priority Need 1:** Affordable Housing Development  
**Priority Need 2:** Affordable Housing Rehabilitation  
**Priority Need 3:** Acquisition for Development

## **REQUIRED APPLICATION CONTENTS**

The following information is required in each application and should be organized and submitted within tabbed and labeled portions of the application submission, as follows:

### **Tab A. Cover Sheet**

Authorization for the submission of the application.

### **Tab B. Application Submission Requirements**

A checklist of submission requirements and required documentation.

### **Tab C. Project Details**

This section should include all the details about the proposed project, including information about the Applicant, project description, project type, project location, project implementation schedule and major activities, and proposed project achievements.

### **Tab D. Beneficiaries**

This section includes information about the area and population to be served, including the method to determine income eligibility of clients to be served, and environmental impacts.

A description must be provided detailing how household size and income will be documented to verify that at least 51% of clientele are persons whose total household income from all adult household members does not exceed HUD's low to moderate-income limits for the Anniston-Oxford Metropolitan Statistical Area.

**Program Need:** This section should identify the need or problem to be addressed by the proposed project. Also, this section should include methods used to identify the needs. Include specifics as to documentation used and/or meetings held to assess the needs.

### **Tab E. Goals and Objectives**

**National Objectives:** National Objectives established by the U.S. Department of Housing and Urban Development (HUD) require that programs and projects target low to moderate-income clients. An activity is considered to benefit low to moderate-income clientele when at least 51 percent of the Anniston residents served meet the low to moderate-income persons in accordance with HUD's income guidelines (See Attachment "A" Income Guidelines). In this portion of the application, identify which National Objective will be met.

**Reporting, Monitoring, and Recordkeeping:** The City of Anniston requires that funded organizations provide data and information via the submission of reports pertaining to the administration and expenditure of CDBG-funded activities.

## Tab F: Sustainability

**Non-CDBG Proposed Project Funding:** Provide financial information about the Applicant and its access to non-CDBG funding for the proposed project, including source and amount of leveraged funds/matching funds (in-kind donations or service costs).

**Proposed Staffing:** This section identifies the program staffing for the proposed project, including current employees, new hires, and volunteers to be utilized in any capacity of the project.

**Resource Leveraging:** Resource Leveraging represents the resources the proposing agency will bring to the project to supplement the funds being requested. Resource leveraging can be in the form of monetary resources or in-kind services. Please include other resources in the Budget Summary in TAB G.

**Potential Conflicts of Interest:** Complete the questions addressing potential conflicts of interest by the Applicant.

## Tab G: Proposed Budget Summary

**Proposed Project Budget Summary:** Complete the table outlining the projected total expenses for the proposed project, including sources and amounts of leveraging funds.

### TECHNICAL ASSISTANCE

Technical assistance questions should be directed to City of Anniston Community Development staff at:

Ms. Mary Motley  
Community Development Coordinator  
P.O. Box 2168  
Anniston City Hall  
1128 Gurnee Avenue  
Anniston, AL 36202  
E-mail: [mmotley@anniston.al.gov](mailto:mmotley@anniston.al.gov) Phone: 256-231-7799

### APPLICATION SUBMISSION INSTRUCTIONS

Provide **1 PRINTED UNBOUND HARD COPY WITH ORIGINAL SIGNATURES AND 1 DIGITAL COPY (flash drive only)** of your complete CDBG application with attachments. All entities must meet the requirements set forth in this application. **Attendance at the application workshops to be held for FY 2017 funding is strongly encouraged, as this is a revised version of the 2016 application. The same information will be presented at the two workshops.**

**FY 2017 Funding Cycle Application Workshops - Wednesday, October 26, 2016 at 10:00 a.m. and 6 p.m.**

Location: Anniston City Hall  
Old Council Chambers  
1128 Gurnee Avenue  
Anniston, AL 36201

**Applications must be received by the City of Anniston Community Development Department no later than Friday, December 16, 2016 at 4:00 p.m.**

**Applicant will receive a date/time-stamped receipt from the City of Anniston to confirm a timely submission.**

**Office Address**

City of Anniston  
Community Development Department  
Anniston City Hall  
1128 Gurnee Avenue  
Anniston, AL 36201 -4565

**Mailing Address**

City of Anniston  
Community Development Department  
P.O. Box 2168  
Anniston, AL 36202-2168

**CITY OF ANNISTON, ALABAMA**  
**FY2017 CDBG HOUSING CLEARANCE AND DEMOLITION APPLICATION**



**TAB A - COVER SHEET**

1. Legal Name of Applicant	
2. Mailing Address	
3. Telephone Number	
4. FAX Number	
5. Applicant Website Address	
6. How long has Applicant Served City of Anniston Residents?	
7. Date of IRS 501(c)(3) certification (for non-profit organizations only)	
8. Applicant's DUNS #	
9. Applicant's Federal Employee Identification #	
10. Registered with SAMS.Gov?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Chief Executive Officer Name	
12. Chief Executive Officer Title	
13. Chief Executive Officer Telephone	
14. Chief Executive Officer Email	
15. Contact Person Name	
16. Contact Person Title	
17. Contact Person Telephone	
18. Contact Person Email	
19. Board Chair Name	
20. Board Chair Title	
21. Board Chair Telephone	
22. Board Chair Email	
23. Board Secretary Name	
24. Board Secretary Title	
25. Board Secretary Telephone	
26. Board Secretary Email	

## TAB B – APPLICATION SUBMISSION REQUIREMENTS

*Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.*

***Please properly label and place all required documentation in the Appendix.***

ALL APPLICANTS – TABLE 1	
SUBMISSION REQUIREMENTS	DOCUMENTATION
1. The applicant must have at least twenty-four (24) months experience directly related to the proposed project or program.	<p>Please include descriptions of the applicant's previous related program activities.</p> <p></p> <p>Check Here: <input type="checkbox"/></p>
2. The applicant must have audited financial statements prepared by a qualified accountant or accounting service, covering the last two most recent reporting periods of operation.	<p>One copy each of the audited financial statement that meets the criteria described. Include management letters if applicable.</p> <p>Check Here: <input type="checkbox"/></p>
3. The applicant must submit a written copy of its financial management procedures, including staff responsibilities and required procedures.	<p>Provide a copy of the Applicant's written financial management procedures and a current organization chart.</p> <p>Check Here: <input type="checkbox"/></p>
4. Identify eligible project service areas and eligible clientele to be served.	<p>Provide a project map, with project locations identified, that includes Census Tracts where services will take place;</p> <p>Check Here: <input type="checkbox"/></p> <p><u>or</u></p> <p>Provide a listing of addresses where services will occur.</p> <p></p> <p>Check Here: <input type="checkbox"/></p>
5. Each applicant must submit one original hard copy and one digital copy (flash drive only) of their application.	<p>Must submit an original hard copy and one digital copy).</p> <p>Check Here: <input type="checkbox"/></p>

## TAB C – PROJECT DETILS

*Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.*

Legal Name of Applicant:

Project Name:

CDBG Funds Requested: \$

Project Priority number  of  projects submitted.

Please indicate the status of this funding request.

- ☐ New Project
- ☐ Existing Project/Additional Funding

If the application is for an existing activity, indicate year(s) and amount of awarded funds in the narrative below and demonstrate the need for additional funding. Discuss the total budget for this project and how much funding is already secured from non-CDBG sources. (1,000 characters maximum; include additional pages as needed and label accordingly).

### Slum/Blight – Area Basis

To qualify under the national objective of slums/blight on an area basis, an activity must meet **all** of the following criteria:

- ❖ The area must be officially designated by the grantee and must meet a definition of a slum, blighted, deteriorated or deteriorating area under State or local law. (For these purposes, it is not necessary to follow the formal procedures under State law for designating a slum or blighted area.)
- ❖ The area must exhibit the following physical signs of blight or decay:
  - There must be a substantial number of deteriorated or deteriorating buildings throughout the area. As a “safe harbor,” HUD will consider this test to have been met if *either* the proportion of buildings in the area that are in such condition is at least equal to that specified in the applicable — in the case where the applicable State law does not specify the percentage of deteriorated or deteriorating buildings required to qualify the area, then at least one quarter of all the buildings in the area must be deteriorated or deteriorating; **or** — the public improvements throughout the area must be in a general state of deterioration. (For this purpose, it would be insufficient for only one type of public improvement, such as a sewer system, to be in a state of deterioration; rather, the public improvements taken as a whole must clearly exhibit signs of deterioration.)
  - Documentation must be maintained by the grantee on the boundaries of the area and the conditions which qualified the area at the time of its designation.

## TAB C – PROJECT DETAILS (Continued)

*Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.*

- Activities to be assisted with CDBG funds must be limited to those that address one or more of the conditions which contributed to the deterioration of the area. (Note that this does not limit the activities to those that address the blight or decay itself, but it allows an activity to qualify if it can be shown to address a condition that is deemed to have contributed to the decline of the area.)
- It should be noted here that, once an area has been properly designated as a slum or blighted area under these provisions, the grantee may continue to assist activities that are designed to address a condition that caused the decline of the area even if the area has been brought to a point where it could no longer meet the tests for physical evidence of blight needed for its initial designation. However, if the regulatory requirements have been revised to become more stringent since the area was designated, the area would need to be newly designated (e.g., requalify) under the new criteria before new activities could be assisted with CDBG funds.

### **Records to be maintained by the Applicant – Slum/Blight Area Basis**

- ❖ The date of designation of the area and its boundaries;
  - A description of the conditions which qualified the area at the time of its designation in sufficient detail to demonstrate how the area met the criteria for designation: A description of the activity showing how it addressed a condition which led to the decline of the area.

### **Slum/Blight – Spot Basis**

The elimination of specific conditions of blight or deterioration on a spot basis is designed to comply with the statutory objective for CDBG funds to be used for the prevention of blight, on the premise that such action(s) serve to prevent the spread to adjacent properties or areas.

To qualify under the national objective of slums/blight on a spot basis, an activity must meet **all** of the following criteria:

- ❖ The activity must be designed to eliminate specific conditions of blight or physical decay not located in a designated slum or blighted area; and
- ❖ The activity must be limited to one of the following:
  - Acquisition;
  - Clearance;
  - Demolition of a vacant, deteriorated, abandoned building.

### **Records to be maintained by the Applicant for Slum/Blight Spot Basis**

The records that must be maintained include:

- ❖ A description of the specific condition of blight or physical decay treated; and
- ❖ A description of the assisted activity showing that it falls under one of the activity types that are eligible to be carried out under this subcategory.

## TAB C – PROJECT DETAILS (Continued)

*Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.*

To be considered to be detrimental to public health and safety, a condition must pose a threat to the *public in general* should not be treated under this subcategory even though it might otherwise meet the tests to do so. This is because the grantee has an obligation to use a minimum of 70% of its funds for activities qualifying under the L/M Income Benefit national objective.

Check the appropriate box for Area Basis or Spot Basis under Slum/Blight for which you are requesting CDBG funding:

☐ Vacant/Abandoned Housing Units to be demolished – **Slum/Blight Area Basis**

- Total housing units to be demolished – Slum/Blight Area Basis
- Census Tracts
- Block Groups
- Census Tracts
- Block Groups
- Census Tracts
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## TAB C – PROJECT DETAILS (Continued)

*Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.*

**Or**

☐ Vacant/Abandoned housing units to be demolished – **Slum/Blight Spot Basis:**

- Total housing units to be demolished – Slum/Blight Area Basis

- Address:

- Address:

- Address:

- Address:

- Address:

- Address:

- Address:

- Address:

- Address:

- Address:

- Address:

- Address:

- Address:

- Address:

- Address:

- Address:

- Address:

CDBG funds may be used for the following (Check Those That Apply):

- ☐ Demolition of buildings and improvements
- ☐ Removal of demolition products (rubble) and other debris
- ☐ Physical removal of environmental contaminants or treatment of such contaminants to render them harmless; and
- ☐ Movement of structures to other sites

Proposed project needs are justified by submitting the following items in the Appendix:

- ☐ Site Photographs
- ☐ Map and aerial or satellite photographs with properties identified
- ☐ Documented ownership of identified properties
- ☐ Inspection reports to ascertain the condition of each property
- ☐ Timetable for demolition of each housing unit
- ☐ Proposed Uses of properties following the completion of demolition.

**Describe experience with project/program similar to the proposed project for which funding is requested:**  
(1,000 characters max., include additional pages as needed and label accordingly).

**Project Duration/Implementation Schedule/Timeline:**

Describe the proposed project duration, accomplishments, and timeline. (1,000 characters max., include additional pages as needed and label accordingly).

## TAB C – PROJECT DETAILS (Continued)

***Please properly label and place all required documentation in the Appendix.***

***Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.***

### **Project Duration/Implementation Schedule/Timeline:**

Describe the proposed project duration, accomplishments, and timeline. (1,000 characters max., include additional pages as needed and label accordingly).

Detail your project implementation schedule, what you plan to achieve, and what it will cost per quarter. List the major activity accomplishments anticipated for each quarter and for the program year. (1,000 characters max., include additional pages as needed and label accordingly).

<b>First Quarter (October-December)</b>	<b>\$</b>	
<b>Second Quarter (January–March)</b>	<b>\$</b>	
<b>Third Quarter (April-June)</b>	<b>\$</b>	
<b>Fourth Quarter (July-September)</b>	<b>\$</b>	
<b>Total Funding Request</b>	<b>\$</b>	

### **Describe Proposed Major Annual Activity Accomplishments:**

### **Project Description:**

Provide in narrative format a detailed description of your grant request, including its mission, the need or problem to be addressed, the funding request for the project, and demonstrate through the project description how this project will enable the City to achieve its goals and accomplish the objectives of the Consolidated Plan. If applicable, detail the types and location(s) of structures to be assisted using CDBG funds. The project description should be in sufficient detail to permit the City to evaluate the eligibility of the proposed activities. Describe in detail the demolition work to be performed and provide an estimate of cost prepared by a qualified cost estimator. Attach and label the work specifications and cost estimate(s) in the Appendix. Projects that bring additional resources that can leverage the CDBG investment will be more competitive than projects relying solely on CDBG funds. (30,000 characters max., include additional pages as needed and label accordingly).

## TAB D - BENEFICIARIES

***Please properly label and place all required documentation in the Appendix.***

***Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.***

### A. Service Area of Project

1. Identify the geographic area to be served by the project:

☐ Project Service Area Map is attached in Appendix (as required in Tab B)

Or

☐ Addresses are listed in TAB C.

### B. Environmental Impact

1. Complete TAB D Tables 1 & 2 describing environmental issues affecting the proposed project.

***Table 1 Environmental Information***

Is the structure(s):	Yes	No	Don't Know
An historic building, or in an historic district, or in a building that is over 50 years old?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In a floodplain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In a Wetlands Protection District?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an area with excessive noise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an area of poor air quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Near thermal or explosive hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Near a military or civilian airport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjacent to a major waterway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjacent to a solid waste facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an area with endangered wildlife?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***Table 2 – Environmental Information***

Is the facility/proposed site a current or former site of a:	Yes	No	Don't Know
Gasoline Service Station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bulk gasoline or oil dealer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dry Cleaners?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical dealer or chemical storage area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical production plant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pesticide and/or herbicide production or storage facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wood products treatment plant (creosote plants, pressure-treated wood plants, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landfill or hazardous waste disposal site/facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Metal forging, fabrication, processing or treatment facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## TAB D – BENEFICIARIES (Continued)

***Please properly label and place all required documentation in the Appendix.***

***Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.***

2. Are the proposed sites adjacent to any of the types of environmental hazards identified in TAB D Tables 1 & 2?

☐ Yes ☐ No

If "Yes," please specify the type of hazard:

3. Has an Environmental Assessment or an Environmental Impact Statement (Phase 1 and/or Phase 2) been prepared for the proposed project sites? ☐ Yes ☐ No

☐ Check if an Environmental Assessment is attached in Appendix.

☐ Check if an Environmental Impact Statement is attached in Appendix.

4. Will the project serve only City of Anniston residents? If not, will the cost of services be prorated so that Anniston is only paying its fair share? Please discuss briefly.

### **C. Community Needs**

1. Describe the need the project will address. Describe the methods used to identify need for the proposed services (i.e. community input, surveys, input from other agencies, market studies, etc.).

## TAB E – GOALS AND OBJECTIVES

***Please properly label and place all required documentation in the Appendix.***

*Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.*

### A. Goals and Objectives

1. Indicate the CDBG National Objective that the proposed project will address:

	National Objective
<input type="checkbox"/>	Benefiting Low- and Moderate-Income Persons
<input type="checkbox"/>	Preventing or eliminating blight
<input type="checkbox"/>	Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available to meet such needs

2. Indicate goals, objectives, activities that will be implemented to accomplish during the agreement timeframe. ). (1,000 characters max., include additional pages as needed and label accordingly).

3. What **CDBG performance measurement objective** does your project best exemplify?

<input type="checkbox"/>	<b>Suitable Living Environment</b>	(Projects that benefit communities, families or individuals by addressing issues in their living environment, like poor-quality infrastructure and/or social issues.)
<input type="checkbox"/>	<b>Decent Housing</b>	(Projects that include a housing program component.)
<input type="checkbox"/>	<b>Creating Economic Opportunity</b>	(Projects related to economic development or job creation.)

4. Discuss how the proposed project exemplifies the chosen CDBG performance measurement objective(s). (1,000 characters max., include additional pages as needed and label accordingly).

### B. Priority Needs/Outcomes

1. Select one of the following priority needs that will be addressed by the proposed project

<input type="checkbox"/>	Demolish and remove vacant/abandoned substandard housing units to protect public health and safety.	Number of houses: <input type="text"/>
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## TAB E – GOALS AND OBJECTIVES (Continued)

***Please properly label and place all required documentation in the Appendix.***

***Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.***

2. What HUD performance measurement outcome(s) does your project best exemplify? (If all relevant, please rank from 1-3)
- Rankings

- |  |  |
|--|--|
| <input type="checkbox"/> Improving Availability/Accessibility<br>(Projects that make services, housing, etc. available or accessible to low to moderate-income persons and/or persons with disabilities.)          | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 |
| <input type="checkbox"/> Improving Affordability<br>(Projects that make housing, services, transportation, etc. more affordable for low to moderate-income persons.)   | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 |
| <input type="checkbox"/> Improving Sustainability<br>(Projects that help communities become more livable or viable by removing slum/blight or providing services that can result in more sustainable communities.) | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 |

3. Discuss how the proposed project exemplifies the chosen performance measurement outcome(s). (1,000 characters max., include additional pages as needed and label accordingly).

### C. Reporting, Monitoring, and Record-Keeping

1. The City of Anniston Community Development Department requires organizations receiving HUD grants to provide data and information via monthly and annual reports associated with the expenditure of CDBG-funded activities.

Describe and discuss Applicant's experiences you have in reporting, monitoring, or record-keeping compliance requirements with other funding agencies. Identify previous CDBG experience. (1,000 characters max., include additional pages as needed and label accordingly).

## TAB F- SUSTAINABILITY

***Please properly label and place all required documentation in the Appendix.***

***Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.***

### A. Sustainability Factors

1. What is the Applicant's annual budget? \$
2. How much of the Applicant's annual budget is generated from grant revenues?

<input type="checkbox"/>	Less than 30%
<input type="checkbox"/>	31-50%
<input type="checkbox"/>	51-60%
<input type="checkbox"/>	61-70%
<input type="checkbox"/>	71-80%
<input type="checkbox"/>	More than 80%

3. What is the total budget for the proposed project? \$
4. How much non-CDBG funding does the Applicant already have in place for the project? \$
5. If the project is not awarded CDBG funding, does the Applicant have the financial means to support the proposed project? (1,000 characters max., include additional pages as needed and label accordingly).

6. Is the applicant willing and able to begin this project October 1, 2017 regardless of the date potential CDBG funding is made available?

☐ Yes ☐ No

If yes, explain how the Applicant will cover program costs while awaiting the CDBG award. (1,000 characters max., include additional pages as needed and label accordingly).

### B. Project Staff/Potential Conflicts of Interest

1. Provide Discuss the number of staff employed by your agency to work in this program by position and their responsibilities. Include in the Appendix an organization chart and staff resumes. (1,000 characters max., include additional pages as needed and label accordingly).

2. Number of full-time staff employed by Applicant?
3. Number of years Applicant has employed full-time staff?
4. How many staff employed by the Applicant will work on the proposed project?

## 5. TAB F- SUSTAINABILITY (Continued)

***Please properly label and place all required documentation in the Appendix.***

***Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.***

5. Provide position titles and qualifications, professional certification for project staff:

Position Title:

Position Qualifications:

Professional Certifications Required:

Position Title:

Position Qualifications:

Professional Certifications Required:

Position Title:

Position Qualifications:

Professional Certifications Required:

Position Title:

Position Qualifications:

Professional Certifications Required:

6. Resumes of staff who will work on the project are attached. ☐ Yes ☒ No

7. Do any family relationships (by blood or marriage) exist between Applicant staff and/or Agency Board members? If Yes, please explain in detail. (1,000 characters max., include additional pages as needed and label accordingly).

☐ Yes ☒ No

8. Do any family relationships (by blood or marriage) exist between Applicant staff and/or City of Anniston Mayor and Council? If Yes, please explain in detail. Please be sure to include organization Conflict of Interest Statement as indicated in the Application Submission Requirements. (1,000 characters max., include additional pages as needed and label accordingly).

☐ Yes ☒ No

## TAB G – PROPOSED SUMMARY PROJECT BUDGET

***Please properly label and place all required documentation in the Appendix.***

***Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.***

Staff and overhead expenses must be directly related to carrying out the proposed project/activity.

Please include ***leveraged funds*** (other non-CDBG agency resources) that are immediately accessible and firmly committed to the project. Leveraged funds can include a blend of cash, loans, or in-kind resources available to finance the project costs. In-kind contributions must have a specific dollar value established in accordance with generally accepted accounting principles. The basis of determining the value for personal services and donated materials and supplies must be identified. Volunteer services may be counted if the service is an integral and necessary part of the project. To determine in-kind volunteer contributions, use the estimated amount of what a paid worker would earn doing the same type of work (verification documentation may be requested).

### PROPOSED BUDGET SUMMARY CITY OF ANNISTON - COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING CLEARANCE AND DEMOLITION

Community Development Block Grant – Housing Clearance and Demolition			
	CDBG Request	Leveraged Funds (Other Non-CDBG Funds)	Total Project Costs
<b>Demolition/Clearance Costs</b>			
1. Acquisition Costs	\$ _____	\$ _____	\$ _____
2. Demolition Costs	\$ _____	\$ _____	\$ _____
3. Materials Disposal Costs	\$ _____	\$ _____	\$ _____
4. Lead-Based Paint/Asbestos Removal/Disposal	\$ _____	\$ _____	\$ _____
5. Other: _____	\$ _____	\$ _____	\$ _____
<b>Total Clearance and Demolition Costs</b>	\$ _____	\$ _____	\$ _____
<b>Soft Costs</b>			
	CDBG Request	Leveraged Funds (Other Non-CDBG Funds)	Total Project Costs
1. Permit Fees	\$ _____	\$ _____	\$ _____
2. Legal Fees	\$ _____	\$ _____	\$ _____
1. Court Filing Fees	\$ _____	\$ _____	\$ _____
2. Inspection Fees	\$ _____	\$ _____	\$ _____
3. Professional Fees	\$ _____	\$ _____	\$ _____
4. Staff Costs	\$ _____	\$ _____	\$ _____
7. Other: _____	\$ _____	\$ _____	\$ _____
<b>Total Soft Costs</b>	\$ _____	\$ _____	\$ _____
<b>Total Program Costs</b>			
	CDBG Request	Leveraged Funds (Other Non-CDBG Funds)	Total Project Costs
<b>Grand Total</b>	\$ _____	\$ _____	\$ _____

## SIGNATURE PAGE

This Page Must Be Submitted With the Application.

**Legal Name of Applicant Organization:** \_\_\_\_\_

Be it resolved that the Board of Directors of the above referenced Applicant resolved at its meeting date referenced below, to authorize the Applicant to submit an application to the City of Anniston for grant funding. The individual referenced below is authorized to execute any documents necessary for application submission and funding.

Meeting Date: \_\_\_\_\_

CDBG Amount Requested: \$ \_\_\_\_\_

Project Name: \_\_\_\_\_

***I certify that I have completed the application for 2017 City of Anniston Community Development Block Grant – Housing Clearance and Demolition funding. All of the information contained in this submission has been completed as thoroughly and as accurately as possible.***

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Prepared by: \_\_\_\_\_  
Printed Name & Title

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Approved by: \_\_\_\_\_  
Printed Name & Title

**For City Use Only**

**TO BE COMPLETED BY CITY OF ANNISTON  
STAFF  
AND RETURNED TO APPLICANTS**

**CITY OF ANNISTON, ALABAMA  
COMMUNITY DEVELOPMENT DEPARTMENT**

**FY 2017 APPLICATION INTAKE RECEIPT**

**Grant Year:** \_\_\_\_\_ **Received Date/Time:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Type of Application:** \_\_\_\_\_

**Number of Applications Submitted:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Name/Title**

**Signature**

## **APPENDIX**

**Place Required Documentation in this Appendix  
(Identify the Appropriate Tab for Each Item and Number All Pages)**

# ATTACHMENT A

## Income Guidelines

### MAXIMUM HOUSEHOLD INCOME LIMITS [CITY OF ANNISTON, ALABAMA] FY 2016 Income Limits

Effective: March 28, 2016

FY 2016 Income Limit Area	Median Income	FY 2016 Income Limit Category	Persons in Household							
			1	2	3	4	5	6	7	8
City of Anniston	\$46,700	Extremely (30%) Income Limits	\$11,880	\$16,020	\$20,160	\$23,500	\$25,400	\$27,300	\$29,150	\$31,050
		Very Low (50%) Income Limits	\$16,450	\$18,800	\$21,150	\$23,500	\$25,400	\$27,300	\$29,150	\$31,050
		Low (80%) Income Limits	\$26,350	\$30,100	\$33,850	\$37,600	\$40,650	\$43,650	\$46,650	\$49,650

Source U.S. Department of Housing & Urban Development [HUD] Datasets  
<https://www.huduser.gov/portal/datasets/il/il16/FY16-IL-al.pdf>

## ATTACHMENT B

### City of Anniston FY 2017 Application Cycle Community Development Block Grant (CDBG) Program Housing Clearance and Demolition Application Rating Form

Applicant: <input style="width: 100%;" type="text"/>	Funding Request: <input style="width: 100%;" type="text"/>
Proposed Project: <input style="width: 100%;" type="text"/>	
Reviewer: <input style="width: 100%;" type="text"/>	Date: <input style="width: 100%;" type="text"/>

APPLICATION COMPLETENESS	Yes	No	Eligible	Comments
TAB A – Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
TAB B – Application Submission Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>

TAB C – PROJECT DETAILS		SCORE			
Criteria	Yes	No	Max. Points	Total Points Received	
Applicant has identified the locations of proposed project sites <i>Yes = 4 points; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	4		
Applicant has experience with project. <i>10+ years = 5 points; 5-10 years = 4 points; 3-5 years = 3 points; 1-3 years = 2 points; less than 1 year = 1 point; no experience = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	5		
Applicant provides the duration of the project. <i>Less than 3 months = 5 points; 6-9 months = 3 points; 3-6 months = 4 points; 6-9 months = 3 points; 9-12 months = 2 points; 12 months = 1 point; More than 12 months = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	5		
The proposed implementation schedule is realistic and includes expenditure schedule, accomplishments, and timelines. <i>Clear schedule provided = 5 points; some questions remain = 3 points; unclear and many questions remain = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	5		
The project description provides a detailed and comprehensive narrative about the project. <i>Yes and no questions remain = 10 points; Yes, but a few questions remain = 8 points; Almost, but many questions remain = 5 points; No, but further information needs to be provided = 3 points; No, an all is unclear = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	10		
<b>TAB C TOTAL</b>			<b>29</b>		

## ATTACHMENT B (Continued)

### CDBG Housing Clearance and Demolition Application Rating Form

TAB D – BENEFICIARIES		SCORE		
Criteria	Yes	No	Max. Points	Total Points Received
Applicant provides a Project Service Area Map in Appendix or a listing of addresses for clearance/demolition. <i>Yes = 3 points; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	4	
Project sites are or are adjacent to current/former environmental hazard. <i>Yes = 0 points; Don't Know = 2 points; No = 3 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	4	
Applicant provides details on the numbers of vacant/abandoned housing units to be demolished/cleared; <i>Yes = 5 points; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	5	
Applicant identifies the need(s) to be addressed by project. <i>Yes = 4 point; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	4	
Applicant's design meets the identified need. <i>Yes = 3 points; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	4	
<b>TAB D Total</b>			<b>21</b>	

TAB E – GOALS AND OBJECTIVES		SCORE		
Criteria	Yes	No	Max. Points	Total Points Received
Applicant identifies the performance measurement outcomes/objectives best exemplified. <i>Yes = 2 points; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	2	
Application provides descriptions of how project exemplifies chosen performance measurements/outcomes. <i>Yes, and both are clear = 4 points; Yes, but only one is clear = 3 points; Yes, but both are vague = 2 points; Yes, but both are unclear = 1 point; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	4	
Applicant provides clear and measurable performance goals as they relate to the proposed project. <i>Yes, clear and measurable = 5 points; Yes, but some questions remain = 3 points; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	5	
Applicant's proposed project meets one or more of the CDBG Program priorities as detailed in the application instructions. <i>More than one = 5 points; One = 3 points; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	5	
Applicant provides sufficient evidence to suggest satisfactory reporting, monitoring, and record-keeping systems are in place. <i>Yes, answer is clear = 3 points; Yes, but some questions remain = 2 points; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	3	
Applicant has experience in reporting, monitoring or record-keeping. <i>Yes, extensive = 5 points; Yes, but limited (or unclear) = 3 points; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	5	
<b>Total – Goals and Objectives -TAB E</b>			<b>24</b>	

**ATTACHMENT B (Continued)**  
**CDBG Housing Clearance and Demolition Application Rating Form**

TAB F – SUSTAINABILITY			SCORE	
Criteria	Yes	No	Max. Points	Total Points Received
Percentage of applicant's budget includes grant revenue. 0% = 12 points; Less than 30% = 10 points; 31-50% = 7 points; 51-60% = 5 points; 61-70% = 3 points; 71-80% = 1 point; More than 80% = 0 points	<input type="checkbox"/>	<input type="checkbox"/>	12	
Applicant has non-CDBG funding in place for the project. 100% = 5 points; 50-99% = 3 points; 30-50% = 2 points; 10-30% = 1 point; 0-10% = 0 points	<input type="checkbox"/>	<input type="checkbox"/>	5	
Applicant is willing and able to start the project October 1, 2017. Yes = 5 points; No = 0 points	<input type="checkbox"/>	<input type="checkbox"/>	5	
Applicant has employed at least one full-time staff member for at least one year prior to the request for funding. Yes = 1 point; No = 0 points	<input type="checkbox"/>	<input type="checkbox"/>	1	
Applicants has reported no conflicts of interest. No = 3 points; Yes = 0 points	<input type="checkbox"/>	<input type="checkbox"/>	3	
<b>Total – Sustainability - TAB F</b>			<b>26</b>	

**Scoring by Reviewers**

	Maximum Points Possible	Score Received
Tab C Total	29	
Tab D Total	21	
Tab E Total	24	
Tab F Total	26	
Grant Total	<b>100</b>	

Financial Assessment of Application Completeness			
Application Completeness	Yes	No	Eligible?
Did the Applicant include most recent audit or financial statement?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Applicant include an audited financial statement that is clear of any findings/concerns?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Applicant include written financial management procedures along with current applicant organization chart?	<input type="checkbox"/>	<input type="checkbox"/>	

Please provide any additional comments/feedback not covered in the scoring criteria that should be considered in the decision to award funding.